



TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

www.sdttc.com

Dan McAllister
Treasurer-Tax Collector



INSTRUCTIONS FOR FTP FILE SUBMISSION

Payment files must be deposited into the County of San Diego's FTP drop box prior to the transmission of payment. The Tax Collector requires one wire/ ACH credit payment per payment file. Payment must settle in the Tax Collector's bank account on or before the tax delinquent date; allow at least 3 to 5 days. Payments that fail to settle by the tax delinquent date will be considered delinquent and will be subject to late penalties as provided by the California Revenue and Taxation Code. Timely receipt of a payment file does not constitute a timely payment.

The URL that will direct you to the FTP site is:

<https://dropbox.sdcounty.ca.gov/default.asp>

Your log on ID is: **ttcdropbox**
Your Password is: **Happy12**

Once logged in, select the "Proceed to File Transfer Page" button and follow the prompts to upload your file. File size limit 10MB.

If you encounter any problems uploading your file, please contact Dave Wagner at (619) 531-5273, david.wagner2@sdcounty.ca.gov or Detra Williams at (619) 531-4763, detra.williams@sdcounty.ca.gov.